

Sentinel of Landmark

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Management Memorandum

May 7, 2009

Scheduled Air Conditioning Outage Thursday, May 14, 2009

Board approved boiler room repairs are scheduled for Thursday, May 14th. This service requires that air conditioning be shut off for the entire building for a minimum of eight (8) hours. Work is scheduled to begin at 8:30 a.m. and continue until approximately 4:30 p.m., barring complications.

Information Meeting

As budgeted and scheduled in the reserve study, it is time to start the front elevation sealant and window glazing project. The Board retained Engineering and Technical Consultants (ETC) to provide project management and engineering services; The Board awarded the seal coating contract to Commercial Waterproofing, Incorporated (CWI).

An information meeting has been scheduled for Tuesday, May 12th at 7:30 p.m. in the community room. Kirk Parsons of ETC and James Ninuteman of CWI will chair the meeting. Please attend the meeting to ask any questions that you may have about this upcoming project. Following the meeting, further communication will be issued detailing the project scope and schedule.

May Board Meeting

Due to the Memorial Day holiday, the May meeting of the Board of Directors will be held on Tuesday, May 19, 2009, at 7:00 p.m. in the community room.

Pool Opening/Pool Passes

The pool will open on Saturday, May 23rd, 2009 at 10:00 a.m. Passes must be presented to access the pool and pool deck areas. Pool pass applications already received by the Management Office have been processed, and pool passes are ready for pick up.

Please make every effort to return completed pool pass applications to the Management Office by Monday, May 11th, 2009. If you misplaced the pool pass application that was posted on your door or delivered via email, please contact Charity, Tonja or Betty in the office for a replacement.